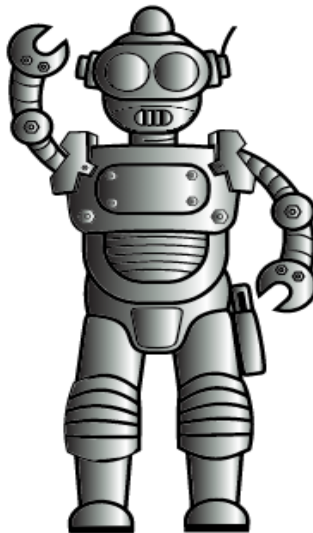# EM Vessel Monitoring Plan Document Management Application

VMAN USER GUIDE

U.S. Department of Commerce

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Introduction to VMAN

The VMAN document management application was created for the purpose of structuring operations central to Vessel Monitoring Plan (VMP) approvals and management of EM programs throughout the fishing year. The VMAN app offers logistical functionality for monitoring draft VMP submissions, active or approved VMPs, and documentation of vessel specific equipment malfunctions and VMP compliance issues. VMAN allows users to track, view, comment, and respond to inquiries on active VMPs and new uploads on a document page for individual vessels . A separate page will be used to log, monitor, and resolve vessel issues. EM Program staff will collaborate on VMP approvals and document issue resolutions directly in the application.

VMAN will be used for both operational EM programs and EM EFPs alike. Service providers are required to upload VMPs and supporting vessel image files directly to VMAN. The Fisheries Monitoring and Research Division (FMRD) will not review draft VMP documents on alternate file sharing web applications. A vessel seeking to participate in an EM program must have a VMP that has been approved by the agency through VMAN.

PTNS will be using the VMP status and gear approvals identified in VMAN to determine EM participation. FMRD will use VMAN to manage a vessel's VMP and VMP gear status. In cases of non-compliance, FMRD will use VMAN to change the status of the VMP, resulting in the vessel not being eligible for EM when notifying into PTNS. Alternatively, once a vessel has successfully completed a burn-in trip, PTNS will recognize the vessel's EM participation on the next calendar day following the date a vessel status becomes active.

Prior to uploading a new VMP, the service provider must submit a completed VMP Upload Notification Request Form. The notification request will identify the vessel name, hull, and permit number, the vessel's service provider and the EM program. The DIS team will load the vessel into VMAN to support the service provider's file uploads. Once the new vessel is found in the Vessel Name menu, the provider will import images files, a deck diagram, and a completed VMP draft.

User Roles: There are 3 user roles that will be assigned in VMAN (provider, reviewer, and FMRD staff) and each will have different capabilities. The provider role will have access to uploading new VMP's, viewing both active and draft VMP's, logging comments in VMP's, and viewing and creating issues seen during review or via vessel operator communication reports. The reviewer role will be able to view all active VMP's for vessels contracted with their provider, and view and create issues seen during review. The FMRD staff role will have access to all VMP's in all statuses, be able to log comments, approve or shift statuses of VMP's, log and comment on issues, and resolve issues.

Key Points:

- VMAN will only accept documents in PDF.
- A VMP document must include camera views, the deck diagram, and the specific details of each view.
- Once a VMP is uploaded, the service provider will add all required image files for the vessel on a separate form in the Draft VMP document page.
- VMPs associated with Groundfish Audit Model, Maximized Retention, and IFM EM Herring Compliance will be uploaded by the contracted service provider for FMRD review and approval.
- All data fields listed in a VMAN form must contain values prior to submitting.
- Users are directed to use the comments feature to open a new dialog, communicate, and provide evidence and documentation that an issue has been resolved.
- Each comment submission will generate an email notification to representatives assigned to management user roles, i.e. Provider, Sub-provider, and FMRD.
- Once a VMP for a new audit model vessel has been uploaded, the vessel is required to complete a burn-in trip on a groundfish declaration that is not selected for NEFOP or ASM coverage.

VMAN Homescreen: There are 2 menu options available from the navigation bar on the login page labeled *Documents* and *Issues*. For instructions related to the Issues menu, please begin on page 10.

To upload a finalized-draft VMP, select **New VMP** from the Documents drop-down menu.

Within the **New VMP** Document card the user will:

- Select the correct vessel name from the dropdown menu.
- Select the correct Electronic Monitoring Program.
- Then, in the Gear Categories tab, click on the gear(s) that the vessel intends to use.

Gear Categories:

❏ Otter Trawl, Bottom
❏ Gillnets
❏ Longline
❏ Handline
❏ Midwater Trawl

Next, on the bottom left corner of the card, click on the **File** icon. Locate the file in your directory and ensure that the VMP document has been converted to a PDF. Once the PDF is loaded, click on the **Submit** button in the lower right corner of the card.

Once the VMP is uploaded, a **VMP Document** page will appear in DRAFT. Confirm the vessel name, hull, and permit listed on the card matches the PDF file.

> Note: A gray file icon should be visible outside of the document card at the top right corner. This file contains the VMP.

Figure 1. Icon indicates that the PDF file was successfully uploaded.

Along the bottom edge of the card, there are 4 options:

I. **Update Document** II. **Add Images** III. **Add Comment** IV. **Document History**

I. If an incorrect VMP was loaded or if FMRD has required an updated VMP, the user will click on **Update Document** and replace the previous VMP draft with a new file. The previous document will be removed automatically once a new file has been uploaded.

II. **Images must be added** by the provider before FMRD staff members will begin the approval process. In addition to uploading image files for review, camera views and vessel diagrams must also be embedded and referenced in the PDF version of the VMP. Camera views will be specific to each gear category and EM program. Please see Tables 1-6 for gear specific details. Note that if fishing operations and catch processing can be captured by fewer cameras than the number listed in Tables 1-6, all gear specific catch handling and processing activity must be outlined and demonstrated in the system set-up.

To Add/Delete Images and the Deck Diagram:

> Click on **Add Image**

- VMAN will accept camera image files and the deck diagram in jpeg, jpg, or png format.
- The following tables illustrate individual gear categories and the organization of camera views.
- For each camera view upload reference:
  - Table 1 for a gillnet vessel.
  - Table 2 for a bottom otter trawl vessel.
  - Table 3 for a longline vessel.
  - Table 4 for a handline/auto-jig vessel.
  - Table 5 Maximized Retention
  - Table 6 IFM Herring Compliance
- Select the appropriate camera number from the drop-down menu.

Click on the **FILE** icon and select the image from the computer directory, then click **SUBMIT**.

A sample of the uploaded image will appear on the right side of the VMP Document. Click on the image to enlarge and inspect the quality. Proceed by following the same steps for each additional image that will be uploaded for approval. Successful images will be loaded for review on the right side of the page.

To delete an **Image File**

- Click on the above the image file link.
- To permanently delete the image, click **SUBMIT**.
- To cancel the command or go back, click on DISMISS.

Table 1. Gillnet Camera Requirement.

Gillnet Camera Requirements	
Cam 1	Primary view of discard processing station: used to collect length measurements and evaluate subsampling procedures; view of designated location for storing groundfish discards
Cam 2	Hauler View (*First vantage point for a reviewer to identify catch*)
Cam 3	Picking table (Primary view of catch sorting and processing operations or secondary view of hauler) discard control point(s); view of designated area for storing groundfish discards
Cam 4	Alternate view of deck operations/ discard control point(s) and approved secondary gear

Table 2. Bottom Otter Trawl Camera Requirements.

	Bottom Otter Trawl Camera Requirements
Cam 1	Primary view of discard processing station: used to collect length measurements and assess subsampling procedures, view of designated location for stowing groundfish discards
Cam 2	Primary view used to monitor catch sorting operations, includes location for retaining groundfish discards; secondary view of length measurement station
Cam 3	Primary view of stern and gear; may include work deck and discard control points
Cam 4	View of work deck/stern discard control points at rails

Table 3. Longline Camera Requirements.

	Longline Camera Requirements
Cam 1	Primary view of discard processing station: used to collect length measurements and assess/process subsampling procedures.
Cam 2	View of roller and rail where gear is brought onboard and alternate view of discard processing station.
Cam 3	View of work deck/discard control points, groundfish discard stowage, and secondary gear (if approved).
Cam 4	Secondary view of fishing operations.

Table 4. Handline/Auto-Jig Camera Requirements.

	Handline/Auto-Jig Camera Requirements
Cam 1	Primary view of discard processing station: used to collect length measurements and assess/process subsampling procedures and location where groundfish discards are stored
Cam 2	Designated view of work deck, fishing stations, location where groundfish discards are stored; may serve as a reviewer's secondary view for identifying groundfish discards and collecting length measurements
Cam 3	Deck view includes rails, discard control point(s), and/or stern
Cam 4	Deck view includes rails and/or stern

Table 5. Maximized Retention Camera Requirements for Bottom Otter Trawl.

Max-Retention Camera Requirements (Trawl Specific)	
Cam 1	View focused on location where catch is released on deck and first sorted by crew, may include discard control point(s)
Cam 2	View focused on aft deck or stern ramp area (gear retrievals). View of stern discard control point if approved
Cam 3	View focused on location where catch is gutted and cleaned, may include discard control point(s)
Cam 4	Alternate view of deck operations and discard control point(s)

Table 6. IFM Herring Compliance Camera Requirements for Midwater Trawl.

Midwater Trawl Camera Requirements	
Cam 1	Primary view of dewatering box and discard control point 1.
Cam 2	Starboard view focused on pumping operations.
Cam 3	Stern view focused on net retrieval.
Cam 4	Alternate view of work deck/discard control point(s).
Cam 5	Alternate deck view.
Cam 6	Alternate view of operations during transit/non-fishing activity.

III.   Adding **Comments**

- The comments feature should be used as a primary notification tool whenever revisions to VMP language or details have been addressed by the service provider, including instances when new image files are uploaded.
- A comment is not directly related to a file upload and therefore, the user must indicate the precise reason for commenting.

To add a comment, click on **Add Comment**.

In the comment line, begin typing a message. A comment can include *3000* characters. If the comment is intended for a specific FMRD staff member include her or his initials or name at the beginning of the comment, when necessary.

IV.   **Document History**

The document history will store all commentary logged between the provider and the agency while a VMP is in the draft stage. Access to comments will remain available for users while FMRD is conducting review of the VMP and preparing the vessel for approval. Comments in document history will no longer be displayed after a VMP is taken out of draft status.

Documents Page
Vessel Monitoring Plan Documents Table:

The documents page will be used as the main-hub for tracking and reviewing plans once a VMP draft has been uploaded. Users assigned managerial roles can also access the upload platform for new VMPs by clicking on the New Document tab at the top right of the table.

The documents table will include all VMPs that have been uploaded by a service provider for a specific fishing year. Column headers identify the Provider; Subcontractor; Vessel Name; EM Program; Gear; Issues; Status; VMP; Draft; and Archived.

To search the table for a vessel with a corresponding VMP, click on the magnifying glass at the top right, enter the vessel name into the search bar, and the table will remove all non-related vessels from the roster.

Gear: This column will be populated once a VMP has been approved by FMRD.

Issues: The service provider, reviewers, and FMRD staff will maintain the ability to log new issues, track comments, and respond to unresolved issues and corrective actions. FMRD personnel will indicate when an issue has been sufficiently resolved. If a vessel has an unresolved/open issue, a value indicator will be present in the column. Users can navigate and view that issue by clicking on the value and then add comments, upload images, or monitor responses.

Status: Presently, icons are color coded to identify the following statuses of a VMP:

- Red = Nonactive VMP
- Green = Active/Approved VMP
- Gray = No VMP or archived document uploaded
- Orange = VMP Draft (Not Approved for Program. Requires amendments, new camera views, or a Burn-In Trip.)

Issues Page
Logging New Issues, Maintaining Issue Records, and Resolving Issues:

The Issues menu is located on the navigation bar and a service provider will have 3 menu options available: *All Issues*, *Create New Issue*, and *Open Issues*. The service provider is responsible for documenting new issues in VMAN as they arise for each contracted vessel, uploading image files in support of an issue or when directed to include images. The provider will use VMAN for record maintenance and notifying FMRD that a corrective action plan has been established for each issue. Providers must maintain field staff, technical support, and other appropriate resources to troubleshoot and resolve critical issues that result in data loss or repeated non-compliance. FMRD reserves the right to deactivate or suspend a previously approved VMP with an unresolved critical issue.

To **Create a New Issue** record click on the title in the Issues menu box.

- On the issue card, choose the vessel name.
- If an eVTR is known, enter the 14 digit code (eVTR Ex.1010120092301). This field can be null.
- Select the issue type:
  - Procedural
    - Documentation of PTNS notification error; notifications that a vessel operator could not be reached to schedule a vessel visit; failure to meet 1 month or 6 month absent maintenance check requirements; converting vessel to accommodate a new gear type; repositioning camera(s); addition or removal of a camera; adjusting discard control points; addition of a new gear type that does not require updating camera views.
    - FMRD staff/secondary reviewers will log procedural issues to monitor vessels and identify trends. FMRD will communicate through VMAN when an issue or trend needs to be addressed by the provider.
  - Crew Related
    - Reviewers and program managers will document catch handling/processing issues uncovered during review that may require the service provider to contact a vessel operator and give additional outreach and support.
  - EM Equipment
    - Reviewers will have the ability to document system or camera issues that occur during trip review.
    - Service providers will create issue records when a vessel operator has requested a waiver, notified or alerted the provider of a concern with the system or cameras, or when a video reviewer has noted an EM equipment malfunction on work assignment.

- Select the severity of the issue.
  - High
    Examples:
    - A critical EM system malfunction.
    - Vessel non-compliance that directly impacts data collection.
    - Vessel non-compliance that challenges the reviewer's ability to collect information or validate fishing operations.
    - Camera failures.
    - Damaged or broken EM equipment.

  - Low
    Examples:
    - Reviewers will select low severity for minor inconsistencies with catch handling or other operational instructions listed in the vessel's VMP that are being neglected or overlooked by vessel personnel.
    - Reviewers will select low severity for minor system issues, brief video gaps, system impairment concerns that may escalate and require attention.
    - FMRD will select low severity to journal and study developing trends.
    - Service providers will select low severity for actions that will correspond with a VMP resubmission, such as changing a discard control point or addition/removal of a camera.

- Select the severity of the issue.
- Provide a title or subject line that describes the issue.
- Use Issue Description to outline and describe the issue in detail.
- If an image file is warranted or requested, click on the **FILE** tab and upload the image(s) from the directory on your computer.
- Ensure all fields have been populated, then click **SUBMIT**.

The next screen will summarize in detail the New Issue entry. If additional images are needed, add image file attachments below. Click on **FILE**, upload image, then click on **SUBMIT**.

All Issues Page:

To review **All Issues** click on the title in the Issues drop down menu on the navigation bar. The VMP Issues page will list all issues that have been logged by FMRD staff, reviewers, or the service provider. From the page, the user can create a New Issue card by clicking on the **New Issue** tab in the top right corner of the table. VMP issues can be filtered by vessel name, issue type, or status after clicking on the **Filter** tab.

To continue correspondence within an previously created issue, click on the blue highlighted **Timestamp** in the first column of the table that is associated with the vessel record.

Additional comments will be included here and the user can upload new or additional image files, as well.

- If additional images are needed, add image file attachments by clicking on **FILE**, upload image, then click on **SUBMIT**. (Note: Secondary image files, or image files used as evidence for resolving an issue must be accompanied with a comment).

Comments associated with a specific Issue Card are stored here and can be reviewed by the timestamp entry.

To preview comments for a VMP issue entry from the main VMP Issues table, click on the title of the record. A detail card will pop up with the timestamp of the entry and the specific information logged in that comment. To review the Issue Card in full, click on Details. To close out of the preview, click on Dismiss.

The **Open VMP Issues** page is a pre-filtered table that quickly identifies unresolved VMP Issues. The table structure and filter-functions are identical to the All Issues page. Click on the Title or subject of unresolved issue to preview the initial comment. From this card, click on **Details** at the bottom right corner to access all related details and comments.

Similarly, the user can click on the Timestamp associated with an open VMP issue to view full details. This will direct to the **Issue Card** and the user can review information, identify specific comments, or add images files or additional comments:

- Vessel name
- Entry date of the issue
- eVTR (if known, not a required field)
- Issue category
  - Procedural
  - Crew Related
  - EM Equipment
- Title or Subject Line of the Issue
- Description of the Issue
- All submitted comments
- Entry card for adding comments and image file attachments